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TO : Chief, Intelligence School

DATE: 9 September 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 36, 2 September - 9 September 1958

1. Administrative Procedures #79 began on 8 September with an enrollment of 25 students.

25X1 2. Mr. [] of Overseas Training inquired if we had a "briefing guide" for the film "Walk East on Beacon" for the use of Covert Training. A copy of our script selection sheet, explanation sheet, communications and organization diagrams were furnished to

25X1 Mr. [].

25X1 3. Miss [] presented her lecture notes on the Office of Operations to that office for review several weeks ago. Mr. [] DAD/00, discussed these notes with Miss [] this past week and was most helpful in his suggestions. Mr. [] will be the alternate on the DD/I organization lecture.

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25X1 4. Miss [] gave additional tutoring in Foreign Travel to a student who missed that portion of Budget and Finance Procedures because of illness.

5. A student in Budget and Finance Procedures who had received an Unsatisfactory grade in Foreign Travel, despite additional tutoring during the running of the course, returned for two days of lecture and practice work on the subject. This was at the request of the Branch as the employee is scheduled to go to a small station and the preparation of travel vouchers would be one of her duties. Upon completion of this additional work the student evidenced a basic understanding of foreign travel computation.

25X1 6. Mr. [] that he is making a study of the Flexowriters used in the Agency. He will forward this information upon completion of his report.

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Document No. T38 52NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo 4 Apr 77
Auth: DDA REG. 77/1763Date: 14 March 1978 By: []

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8. A visual aid using the Propaganda samples and translation of of a PP case, combined with the covering Operational Aid 53-34 will be used in the tradecraft portion of Administrative Procedures #79 on a trial run basis.



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